

# REGULAR COUNCIL MEETING

## A G E N D A

TOWN OF CHINCOTEAGUE

June 4, 2007 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN ROSS

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

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1. Consider Adoption of the Minutes
  - A) Special Council Meeting, Budget Workshop of April 23, 2007 (Page 3 of 52)
  - B) Special Council Meeting, Budget Workshop of April 24, 2007 (Page 5 of 52)
  - C) Regular Council Meeting of May 7, 2007 (Page 8 of 52)
  - D) Regular Council Meeting of May 17, 2007 (Page 11 of 52)
2. The Budget & Personnel Committee Report of May 15, 2007 (Councilwoman Conklin) (Page 20 of 52)  
*The following action by the Committee occurred and will need to be acted upon:*
  - A) Consider changes in the Employee Handbook on EMS Job Descriptions. (Page 21 of 52)
    - Emergency Medical Services Provider I
    - Emergency Medical Services Provider II
    - Emergency Medical Services Provider III
    - Emergency Medical Services Supervisor
  - B) Part-time Laborer position for Parks and Recreation (Page 26 of 52)
3. Public Hearing on the Fiscal Year 2008 Budget, Consisting of; (Page 27 of 52)

• Revenues for all Divisions	• Mosquito Division Expenses
• General Government Fund Expenses	• Trolley Division Expenses
• Water Division Expenses	• Harbor Division Expenses
• Total Main Street Fund Expenses	• Harbor, Water, & Gen Gov. Rate Sheets
4. Public Hearing on the Revised Chapter 54, Taxation, Article IV & Article V, Excise Tax  
Transient Occupancy & Meals (Page 44 of 52)
5. Public Hearing on the Revised Chapter 58, Article II, Sec 58-46 (a), Traffic and Vehicles,  
Fee Levied (Page 45 of 52)
6. Public Hearing on the Proposed Town Ordinance Chapter 46, Article I, Division 2, Solid Waste,  
Billing and Other Charges (Page 46 of 52)

**Regular Council Agenda**  
**June 4, 2007**  
**Page 2**

7. Consider Adoption of the State Motor Vehicle Code **(Page 47 of 52)**
8. Consider sending a proposed Zoning Change as to Condos, Town houses and Multi Family Dwellings to the Planning Commission **(Page 49 of 52)**
9. Mayor & Council Announcements or Comments  
*(Note: Roberts Rules do not allow for discussion under comment period)*
10. Closed Meeting in Accordance with Section 2.2-3711(A) (1 & 10) of the Code of Virginia.
  - Personnel Matters
  - Special Awards (scholarship)

ADJOURN:

## **MINUTES OF THE APRIL 23, 2007 SPECIAL COUNCIL MEETING**

### **Council Members Present:**

John H. Tarr, Mayor  
Anita W. Speidel, Vice Mayor  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
W. David Ross, Councilman  
Glenn B. Wolfe, Councilman

### **1. *Call to Order.***

Mayor Tarr called the Special Meeting to order for the purpose of a workshop on the draft Fiscal Year '08 budget at 4:30 p.m.

### **2. *Invocation.***

Councilman Ross offered the Invocation.

### **3. *Pledge of Allegiance.***

Mayor Tarr led in the Pledge of Allegiance.

### **4. *Adoption of Agenda.***

Councilman Howard moved, seconded by Vice Mayor Speidel to adopt the entire budget workshop agenda. Unanimously approved.

### **5. *Fiscal Year '08 Draft Budget.***

Town Manager Ritter explained that this format will provide each Council Member an opportunity to ask questions and discuss the draft budget prior to it being presented for a public hearing.

#### **Water Fund**

Council discussed the proposed water rates for FY'08 which reflects a 3% increase. Council also discussed draft revenues and expenditures for the water fund.

Public Works Director Cosby explained that several of the items that were included in the Cost Allocation Plan for water in the current fiscal year were going to be directly charged to water next year.

The water Cost Allocation Plan was discussed.

Council also discussed the Town's current bonds and their terms.

Mayor Tarr suggested that the loan made from the general fund to water for the repairs to the water tank be paid back in four years at \$60,000.00 rather than two years at

\$120,000.00. He further suggested that the other \$60,000.00 be used on the Church Street waterline replacement project. Council agreed.

Harbor Fund

Council discussed draft revenues and expenditures for the harbor fund.

Mayor Tarr asked that the Harbor put funds in reserve each year. Council agreed.

Mayor Tarr stated the Harbor should also have a Cost Allocation Plan so that true cost can be identified.

Main Street Project

Council reviewed and discussed the proposed budget for the Main Street Project fund.

Mosquito Control

Council reviewed and discussed the proposed budget for the Mosquito Control fund.

Trolley

Council reviewed and discussed the proposed budget for the Trolley fund.

**6. Recess of Meeting,**

Councilwoman Conklin moved, seconded by Councilman Wolffe, to recess the meeting until April 24, 2007 at 4:30 p.m. The motion was unanimously approved.

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Mayor

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Town Manager

## **MINUTES OF THE APRIL 24, 2007 RECESSED SPECIAL COUNCIL MEETING**

### **COUNCIL MEMBERS PRESENT**

John H. Tarr, Mayor  
Anita W. Speidel, Vice Mayor  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
W. David Ross, Councilman  
Glenn B. Wolfe, Councilman

### **1. Call to Order.**

Mayor Tarr called the Recessed Special Meeting to order for the purpose of a workshop on the draft Fiscal Year '08 budget at 4:30 p.m.

### **2. Invocation.**

Councilman Howard offered the Invocation.

### **3. Pledge of Allegiance.**

Mayor Tarr led in the Pledge of Allegiance.

### **4. Fiscal Year '08 Draft Budget.**

#### **General Government Expenditures**

Council reviewed and discussed the proposed salaries, benefits, and expenses for General Government.

Mayor Tarr asked that the Town consider in the future paying the employees share of retirement. He feels that with many of our surrounding localities offering this benefit it will keep the Town competitive in the employment market.

#### **Public Works Administration Expenditures**

Council reviewed and discussed the proposed salaries, benefits, and expenses for Public Works Administration.

Salaries and benefits for Public Works Administration have been spread out through all the divisions of Public Works, Water, and Mosquito Control.

#### **Public Works Facilities Expenditures**

Council reviewed and discussed the proposed salaries, benefits, and expenses for Public Works Facilities.

Council discussed the sanitation services contract and the possibility of the Town taking over this function upon completion of the current contract. Council also discussed a solid waste collection fee. Council also discussed the current playground equipment at Memorial Park and the need for its replacement. Council felt that some money should be placed in this line item to begin the replacement and to seek grant funding for a portion. Chief Lewis stated that the Police Department would be willing to donate \$20,000 from their fundraising to the playground equipment.

#### Public Works Roads Expenditures

Council reviewed and discussed the proposed salaries, benefits, and expenses for Public Works Roads Division. The Roads Division balances to the VDOT Maintenance Funds in revenue.

#### Police Department Expenditures

Council reviewed and discussed the proposed salaries, benefits, and expenses for the Police Department.

#### Emergency Dispatch Expenditures

Council reviewed and discussed the proposed salaries, benefits, and expenses for Emergency Dispatch.

#### General Fund Revenues

Council discussed increases in real estate assessments. Although part of the Sunset Bay project will be included in the 2007 real estate tax assessment as “in construction”, neither unit had gone to settlement as of January 1, 2007.

Council discussed the Personal Property Tax Relief amount for FY’08.

Council discussed the collection of Meals Tax and the fewer restaurants on the Island.

Council discussed increasing the motor vehicle license rate from \$23.00 to \$27.00 as reflected in the proposed budget.

It was explained that as of January 1, 2007, the state collects a telecommunications tax which includes 911 taxes. The state establishes the rate and collects the money. They take off administrative fees and forward a percentage of the revenues to the Town. The tax rates established by the state were less than the rates the Town levied. The state will also collect all franchise fees for telecommunications and cable television.

Council discussed the DMV Agency compensation line item. Although all our citizens like the convenience of having a DMV office here, the staff has been so overloaded with DMV work that their Town work is suffering. DMV has notified the Town that beginning July 1, 2007 the percentage of compensation will increase by .5% however the Town will be responsible for all equipment, printers, telephone lines, etc.

After the first review, the general fund had approximately \$176,000 more in expenditures than revenue.

Council then discussed possibilities for additional revenue.

#### Transient Occupancy Tax

Council was presented with figures if Transient Occupancy Tax was increased by .5% and 1%. This could potentially increase revenues \$66,000 to \$175,000. Council also discussed the percentage to the Chincoteague Recreation & Convention Center Authority and their request for increased funding.

#### Business License

Council was presented with figure if the minimum and maximum business license was increased. This could potentially increase revenues by \$20,000 to \$25,000.

#### Solid Waste Fee

Council discussed a weekly solid waste fee imposed on all homes and business on the Island.

#### Real Estate Tax

Council was presented and discussed figures if the real estate tax rate was increased. A \$0.03 per \$100 of assessed value could potentially increase revenues by \$144,000.

- It was the consensus of Council to propose in the FY'08 draft budget a 1% increase in transient occupancy tax with 17% allocation to the Authority and a one time donation of \$10,000, and a \$1.00 per week solid waste collection fee.

### **5. Adjournment.**

Councilman Wolffe motioned, seconded by Councilwoman Conklin to adjourn the meeting.

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Mayor

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Town Manager

**MINUTES OF THE MAY 7, 2007  
CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
Anita Speidel, Vice Mayor  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
E. David Ross, Councilman  
Glenn B. Wolfe, Councilman

***Call to Order***

Mayor Tarr called the meeting to order at 7:30 p.m.

***Invocation***

Councilman Howard offered the invocation.

***Pledge of Allegiance***

Mayor Tarr led the Pledge of Allegiance.

***Open Forum/Public Participation.***

- Mayor Tarr gave details of the Student Government day held on May 7, 2007. Student Government Mayor, Brielle Robbins, introduced the Student Government Council and Staff.

**Council Members:**

Amanda Besecker	Rachel Haugh
Ashton Birch	Erica Raymond
Cole Conklin	Amber Rogalski
Stephanie Nhem, Town Manager	
Kyle Taylor, Chief of Police	
Nina Orlando, Director of Public Works	

SG Mayor and Council brought several recommendations to Council:

- They proposed placing “no parking” signs on Church Street from Main Street to Pension Street as well as on Maddox Boulevard from Main Street to Deep Hole Road (during the summer months and because of the location of the new bridge), both for safety reasons.
- They agreed that the paving of Church Street should be a top priority, also for safety reasons. In addition, they recommended that Eastside Road be paved as well.
- They recommended that street lights be placed on Hallie Whealton Smith Drive.
- They proposed raising the speed limit to 30 mph.

Mayor Tarr responded that the above items will be sent to the appropriate committees for review. Mayor Tarr and Council commended the children on a job well done.



- Mr. John Nelson Jester stated that he had a safety concern with the bike path on Maddox Boulevard, particularly on the traffic circle near Maddox Boulevard and on to Assateague. He asked if the path could be cleaned by the street sweeper and possibly widened between the traffic circle and Assateague. Mayor Tarr responded that the matter will be reviewed.
- Mrs. Victoria Emery Godwin asked for Council's help with enforcing the protective order against her ex-boyfriend because she has been told by the Police Department that they cannot do anything unless they witness him violating the order.

### ***Agenda Additions/Deletions and Adoption***

Mayor Tarr requested that agenda item number six be added to the agenda for discussion of a possible legal matter in a closed meeting. Councilman Howard motioned, seconded by Councilman Wolffe, to adopt the agenda as amended. The motion was unanimously approved.

#### ***1. Approval of the Minutes of the April 2 and 19, 2007 Council Meetings.***

Councilman Wolffe motioned, seconded by Councilwoman Richardson, to approve the minutes as presented. The motion was unanimously approved.

#### ***2. Budget and Personnel Committee Report.***

Councilwoman Conklin reported on the April 17, 2007 meeting. Councilman Howard motioned, seconded by Councilman Wolffe, to approve the minutes as presented. The motion was unanimously approved.

#### ***3. Accomack County Board of Supervisors Update.***

Island District Supervisor, Honorable Wanda Thornton, updated Council with several issues that the County is currently facing that may affect the Island:

- Supervisor Thornton stated that Mr. Jester's bike path concern could be discussed at the next Community Leaders meeting.
- Supervisor Thornton stated that the County's budget revenues and expenditures have been given to Town Manager Ritter. She stated that tipping fees were raised this year and that sales tax revenue is expected to increase next year due to the establishment of the new Wal-Mart store in Onley. Supervisor Thornton also listed and explained several expenditure percentages.
- Supervisor Thornton stated that in the County's draft Comprehensive Plan, the County opposes any discharge into the waters. She urged Council to voice concern over the wording of the proposed plan.
- Supervisor Thornton stated that there will be no small dredging projects. She reiterated the importance of supplying the Army Corps of Engineers with economic impact statements from the local businesses affected by the lack of dredging. Supervisor Thornton added that there will be an upcoming meeting on the matter.

#### **4. *Town Dock Lease.***

Public Works Director Cosby stated that he has not received any bids for the lease of the Town Dock. It was the consensus of Council not to re-advertise for bids at this time.

#### **5. *Mayor and Council Announcements or Comments.***

- Councilman Wolffe mentioned that he will be unable to attend the May 17 Council meeting.
- Councilman Howard requested that a letter of appreciation be sent to the Kiwanis Club for cleaning the cemetery off of Smith Street.
- Mayor Tarr commented that Council will not need to convene a closed meeting as suggested by the agenda amendment.

#### ***Adjournment of Meeting***

Mayor Tarr announced that the next meeting will be on May 17, 2007 at 7:30 pm. Councilman Howard motioned, seconded by Councilwoman Richardson, to adjourn the meeting. The motion was unanimously approved.

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Mayor

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Town Manager

**MINUTES OF THE MAY 17, 2007  
CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
Anita Speidel, Vice Mayor  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
E. David Ross, Councilman

**Council Members Absent:**

Glenn B. Wolfe, Councilman

***Call to Order***

Mayor Tarr called the meeting to order at 7:38 p.m.

***Invocation***

Councilman Howard offered the invocation.

***Pledge of Allegiance***

Mayor Tarr led the Pledge of Allegiance.

***Open Forum/Public Participation.***

No one from the Public spoke.

***Agenda Additions/Deletions and Adoption***

It was requested to amend the agenda by adding an item as 10a. Temporary Parking at the Town Park in front of the High School. Councilman Howard motioned, seconded by Councilwoman Richardson, to adopt the agenda as amended. The motion was unanimously approved.

***1. Approval of amending the Minutes of the April 19, 2007 Council Meetings.***

Councilman Howard asked the Town Manager to explain the amended version of the minutes. The Town manager explained that the prior minutes did not have the corrected version that was approved by the Ordinance Committee and the Council on agenda item 2, Chapter 62, Article II, Division 2, Rates. Councilwoman Conklin motioned, seconded by Vice Mayor Speidel, to approve the minutes as amended. The motion was unanimously approved.

***2. Resolution – Hurricane Awareness Week.***

Councilwoman Conklin motioned, seconded by Vice Mayor Speidel, to approve the following resolution declaring Hurricane Awareness Week. The motion was unanimously approved.

WHEREAS, The Town of Chincoteague hurricane season officially begins June 1st and ends November 30th of each year. In order to heighten awareness, the week of May 20-26, 2007 has been designated "Hurricane Awareness Week"; and

WHEREAS, with the Town of Chincoteague being an Island, is vulnerable to the devastating effects a hurricane or tropical storm can cause. With the average land elevation of 3.5 feet above mean high tide the Town of Chincoteague could face loss of life and property if such a disaster occurs; and

WHEREAS, both public and private entities should develop emergency response and recovery plans in accordance with local jurisdictions and local emergency management offices. Such preventative action could save lives; and

WHEREAS, the Town of Chincoteague Emergency Management, the National Weather Service, the Commonwealth of Virginia, and FEMA strongly suggest that all residents and visitors to the Town of Chincoteague be aware of the high winds, flooding and severe weather that may occur in conjunction with a tropical storm or hurricane.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Chincoteague, Virginia does hereby proclaim the week of May 20-26, 2007, as "Hurricane Awareness Week" in the Town of Chincoteague.

### ***3. Resolution, Regarding Regional Water Supply Planning and Application for a FY08 Water Supply Planning Grant.***

Public Works Director Cosby explained that the resolution will be to participate in the development of a regional water supply plan and authorize the Accomack-Northampton Planning District Commission to manage and develop the plan. It also authorizes the A-NPDC to develop an application for planning grant funds to offset the cost of developing the plan. The Town will commit up to \$500 in cash or in-kind matching funds to the project.

Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to approve the following resolution, regarding regional water supply planning and application for a FY '08 Water Supply Planning Grant. The motion was unanimously approved.

WHEREAS, the Virginia General Assembly has mandated the development of local and regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

WHEREAS, based upon these regulations, the Town of Chincoteague is required to complete a water supply plan that fulfills the regulations by deadlines based on population, specifically:

- November 2, 2008 for local governments with populations in excess of 35,000
- November 2, 2009 for local governments with populations between 15,001 and 35,000
- November 2, 2010 for local governments with populations 15,000 or less

WHEREAS, local governments may elect to join one or more other local governments to develop a regional water supply plan for which a deadline of November 2, 2011 has been established.

WHEREAS, the following elements must be included in all local or regional water supply programs:

- A description of existing water sources in accordance with 9 VAC 25-780-70;
- A description of existing water use in accordance with the requirements of 9 VAC 25-780-80;
- A description of existing water resource conditions in accordance with the requirements of 9 VAC 25-780-90;
- An assessment of projected water demand in accordance with the requirements of 9 VAC 25-780-100
- A description of water management actions in accordance with the requirements of 9 VAC 25-780-110 and 9 VAC 780=120;
- A statement of need in accordance with the requirements of 9 VAC 25-780-130;
- An alternatives analysis that identifies potential alternatives to address projected deficits in water supplies in accordance with the requirements of 9 VAC 25-780-130;
- A map or maps identifying important elements of the program that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources;
- A copy of the adopted program documents including any local plans or ordinances or amendments that incorporate the local program elements required by this chapter;
- A resolution approving the plan from each local government that is party to the plan; and
- A record of the local public hearing, a copy of all written comments and the submitter's response to all written comments received, and

WHEREAS, it is reasonable and prudent for local governments to coordinate and collaborate in the development of a regional water supply plan; and

WHEREAS the Virginia Department of Environmental Quality has announced the availability of grant funds to assist localities offset some of the costs related to the development of these plans and are encouraging localities to submit applications for grant funds using regional water supply plans; and

WHEREAS, regional water supply planning is a sensible approach to developing a water supply plan since watershed boundaries do not follow political boundaries and since there will likely be cost savings to all jurisdictions participating; and

WHEREAS, for purposes of this DEQ water supply grant fund program, the Town of Chincoteague will participate within a water supply region; and

WHEREAS, the Accomack-Northampton Planning District Commission has previously managed the development of successful regional water supply plans and other regional plans and is a logical entity to organize and manage a regional water supply planning process; and

WHEREAS, the Accomack-Northampton Planning District Commission has previously written, received, and managed DEQ water supply grants and is the logical entity to apply for, on behalf of the communities participating in the regional water supply plan; and

WHEREAS, the Accomack-Northampton Planning District Commission desires to manage and develop a regional water supply plan for the region, and participating localities in the region agree with this approach, and

WHEREAS, the region, through the Accomack-Northampton Planning District Commission wishes to apply for and secure DEQ grant funds to help offset the cost of the plan development.

NOW, THEREFORE BE IT RESOLVED that the Town of Chincoteague agrees to participate in the development of a regional water supply plan and authorizes the Accomack-Northampton Planning District Commission to manage and develop said regional water supply plan that will comply with mandated regulations; and

BE IT FURTHER RESOLVED that the Accomack-Northampton Planning District Commission is authorized to develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan; and

BE IT FURTHER RESOLVED that Executive Director of the Accomack-Northampton Planning District Commission is authorized to sign the DEQ grant contract and other appropriate documents related to the source water planning grant and the regional source water supply plan, and

BE IT FURTHER RESOLVED that the Town of Chincoteague intends to provide up to \$500.00 in matching funds (cash and/or in-kind) for the project for work performed within the organization to meet the requirements of the regional water supply planning effort, and

BE IT FINALLY RESOLVED that the State Water Control Board and the Department of Environmental Quality should consider this resolution from each of the participating localities their Letters of Intent to participate in a regional water supply plan with a completion due date of November 2, 2011, in accordance with 9 VAC 25-780-50.B.4.

DATED this \_\_\_\_ day of May, 2007.

#### **4. *Safety & Transportation Committee Report of May 3, 2007.***

Mayor Tarr reported on the May 3, 2007 meeting. Councilwoman Conklin motioned, seconded by Councilwoman Conklin, to approve the report as presented. The motion was unanimously approved.

#### **5. *Public Works Committee Report of May 8, 2007***

Mayor Tarr reported on behalf of Chairman Wolffe on the meeting of May 3, 2007. Councilman Howard motioned, seconded by Vice Mayor Speidel, to approve the report as presented. The motion was unanimously approved.

#### **6. *Ordinance Committee Report of May 10, 2007.***

Councilman Ross reported on the May 10, 2007 meeting. Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to approve the committee report as presented. The motion was unanimously approved.

##### ***a. Adoption of the Revised Chapter 54 Taxation, Article IV & Article V,***

The Committee members unanimously approved to send the revised Chapter 54 Taxation, Articles IV and V to Council for consideration and to set a date for public hearing.

Councilwoman Conklin motioned, seconded by Vice Mayor Speidel, to set the public hearing for June 4, 2007. The motion was unanimously approved.

##### ***b. Adoption of the Revised Chapter 58 Traffic and Vehicles, Article II, Sec 58-46 (a)***

The Committee members unanimously approved to send the revised Chapter 58 Traffic and Vehicles, Article II, Town Vehicle License, Sec. 58-46(a) to Council for consideration and to set a date for public hearing.

Councilman Ross motioned, seconded by Vice Mayor Speidel to set the public hearing for June 4, 2007. The motion was unanimously approved.

*c. Adoption of the Revised Chapter 46 Solid Waste, Article I, Division 1 & Division 2*

The Committee members unanimously approved to send the revised Chapter 46 Solid Waste, Article 1, Division 1 and Division 2 to Council for consideration and to set a date for public hearing.

Councilman Ross motioned, seconded by Vice Mayor Speidel, to set the public hearing for June 4, 2007. The motion was unanimously approved.

## **7. Recreation & Community Enhancement Committee Report of May 10, 2007**

Vice Mayor Speidel reported on the May 10, 2007 meeting. Councilwoman Richardson motioned, seconded by Councilman Howard, to approve the minutes as presented. The motion was unanimously approved.

## **8. Setting the Date for a Public Hearing for the Fiscal Year 2008 Budget.**

Councilwoman Conklin motioned, seconded by Councilman Howard, to set the public hearing for June 4, 2007. The motion was unanimously approved.

## **9. Deed of Vacation – Ruth Lane.**

Mayor Tarr opened up the public hearing. Mrs. Ruth Lane stated that she would like to vacate the lot lines so that if the property were to be placed in trust to anyone, it would be all one lot. She also stated that this was the initial step toward a conservation easement to the property in question. Councilwoman Conklin motioned, seconded by Councilman Howard, to adopt the following ordinance. The motion was unanimously approved.

### **AN ORDINANCE VACATING A PROPERTY LINE OF A SUBDIVISION PLAT PURSUANT TO §15.2-2272.2**

WHEREAS, one Ruth Lane, owns Lot 16D, Lot 17D, and Lot 18D as shown on a certain plat of survey entitled “Revision of a Subdivision for Wyle Maddox,” dated August 6, 1970, made by R. L. Beebe, C. E., revising a “Division of Property of Wyle Maddox,” dated July 3, 1965, by R. L. Beebe (Plat Book 13, page 71) said plat being recorded in the Clerk’s Office for the Circuit Court of Accomack County, Virginia, at Plat Book 16, Page 42, within the Town of Chincoteague, Tax Map number 031A004000016D0, 031A004000017D0, 031A004000018D0, and

WHEREAS, one or more lots within said Subdivision have been sold, and

WHEREAS, the said Ruth Lane has requested that the division or property line between Lot 16D and Lot 17D and the division or property line between Lot 17D and Lot 18D be vacated so as to

result in one (1) lot with a total width of three hundred feet (300 ft.) instead of three (3) lots with a width of one hundred feet (100 ft.) each, and

WHEREAS, the notice requirement of §15.2-2272.2 has been complied with;

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

1. That the division or property line between Lot 16D and Lot 17D and the division or property line between 17D and 18D as shown on the plat of survey entitled "Revision of a Subdivision for Wyle Maddox" dated August 6, 1970, made by R. L. Beebe, C. E., revising a "Division of Property of Wyle Maddox," dated July 3, 1965 by R. L. Beebe (Plat Book 13, page 71), be and is hereby vacated.
2. That as the result of said vacation, former Lots 16D, 17D, and 18D shall result in one (1) lot with a width of three hundred feet (300 ft.).
3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk's Office for the Circuit Court of Accomack County, Virginia.

Ayes: Anita Speidel, Vice Mayor                      Nays: \_\_\_\_\_  
      Nancy B. Conklin, Councilwoman  
      Terry Howard, Councilman  
      Ellen W. Richardson, Councilwoman  
      E. David Ross, Councilman

Approved this \_\_\_\_ day of May, 2007

\_\_\_\_\_  
John H. Tarr, Mayor

**10. Briefing on the Retrofitting of Anchors onto Fuel and Gas Tanks.**

Town Planner Anderson briefed the Council on the research he completed to provide background information for the Safety and Transportation Committee's discussion regarding anchoring fuel tanks. Many fuel tanks on the Island are not anchored to foundations or structures. These can break free during high winds or flooding. Floating or tumbling tanks are potential fire and pollution hazards as well as a collision threat to structures, pedestrians and vehicles. It is a poor use of police and fire company personnel to be obliged to identify and restrain errant fuel tanks during a storm emergency. The cost of cleaning up a sixty gallon petroleum spill is estimated, by one source, at \$10,000. Requiring that fuel tanks be anchored is considered a pre-mitigation strategy. Requiring that fuel tanks be anchored may help to improve the Island's FEMA rating and that might lower the cost of flood insurance. The flood plain management ordinance could be amended to provide for phase-in of the requirement to anchor fuel tanks. It was the consensus of Council to have Town Planner Anderson to continue developing his research and to implement an ordinance requiring all homes to have their fuel tanks and/or gas tanks secured.

**10a. Development of a Ten-Parking-Space Lot Across From the High School.**

The Recreation and Community Enhancement Committee suggested that a temporary parking lot be established on Town property located across the High School on Main Street. The Public



Works Committee recommended that a horseshoe drive with one entrance and one exit onto Main Street be created on the existing grass with ten parking stops installed. The parking stops would be installed at a forty-five degree angle to the driveway and would face Main Street. This proposal is temporary while a permanent design for the Park is developed. Councilman Howard motioned, seconded by Vice Mayor Speidel, to approve ten temporary parking spaces while a permanent design for the Park is developed. The motion was unanimously approved.

#### **11. Mayor and Council Announcements or Comments.**

- Councilwoman Richardson announced that the Planning Commission will meet on May 22 at 7:00 pm.
- Councilman Howard announced that the Harbor Committee will meet on June 13. He also suggested that all committees move their meeting times to 7:00 pm so that citizens can attend the meetings.

#### **Adjournment of Meeting**

Mayor Tarr announced that the next meeting will be on June 4, 2007 at 7:30 pm. Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to adjourn the meeting. The motion was unanimously approved.

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Mayor

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Town Manager

WHEREAS, one Ruth Lane, owns Lot 16D, Lot 17D, and Lot 18D as shown on a certain plat of survey entitled "Revision of a Subdivision for Wyle Maddox," dated August 6, 1970, made by R. L. Beebe, C. E., revising a "Division of Property of Wyle Maddox," dated July 3, 1965, by R. L. Beebe (Plat Book 13, page 71) said plat being recorded in the Clerk's Office for the Circuit Court of Accomack County, Virginia, at Plat Book 16, Page 42, within the Town of Chincoteague, Tax Map number 031A004000016D0, 031A004000017D0, 031A004000018D0, and

WHEREAS, one or more lots within said Subdivision have been sold, and

WHEREAS, the said Ruth Lane has requested that the division or property line between Lot 16D and Lot 17D and the division or property line between Lot 17D and Lot 18D be vacated so as to result in one (1) lot with a total width of three hundred feet (300 ft.) instead of three (3) lots with a width of one hundred feet (100 ft.) each, and

WHEREAS, the notice requirement of §15.2-2272.2 has been complied with

**NOW THEREFORE BE IT ORDAINED AS FOLLOWS:**

1. That the division or property line between Lot 16D and Lot 17D and the division or property line between 17D and 18D as shown on the plat of survey entitled "Revision of a Subdivision for Wyle Maddox" dated August 6, 1970, made by R. L. Beebe, C. E., revising a "Division of Property of Wyle Maddox," dated July 3, 1965 by R. L. Beebe (Plat Book 13, page 71), be and is hereby vacated.
2. That as the result of said vacation, former Lots 16D, 17D, and 18D shall result in one (1) lot with a width of three hundred feet (300 ft.).
3. That the Town Manager after the time for an appeal of the adoption of this Ordinance has expired, or if appealed the action of counsel is upheld, shall cause a copy of this Ordinance to be recorded in the Clerk's Office for the Circuit Court of Accomack County, Virginia.

Ayes: Anita Speidel, Vice Mayor      Nays: \_\_\_\_\_  
Nancy B. Conklin, Councilwoman  
Terry Howard, Councilman  
Ellen W. Richardson, Councilwoman  
E. David Ross, Councilman

Approved as of May 17, 2007

John H. Tarr  
(Mayor)

## **10. Briefing on the Retrofitting of Anchors onto Fuel and Gas Tanks.**

Jared Anderson, Town Planner, briefed the Council on the research he completed to provide background information for the Public Safety and Transportation Committee's discussion about anchoring fuel tanks. Many fuel tanks on the Island are not anchored to foundations or structure. These can break free during high winds or flooding. Floating or tumbling tanks are potential fire and pollution hazards as well as a collision threat to structures, pedestrians and vehicles. It is a poor use of police and fire company personnel to be obliged to identify and restrain errant fuel tanks during a storm emergency. The cost of cleaning up a sixty gallon petroleum spill is estimated, by one source, at \$10,000. Requiring that fuel tanks be anchored is considered a pre-mitigation strategy. Requiring that fuel tanks be anchored may help to improve the Island's FEMA rating and that might

lower the cost of flood insurance. The flood plain management ordinance could be amended to provide for phase-in of the requirement to anchor fuel tanks. It was the consensus of Council to have the Town Planner to continue developing on his research to implement an ordinance requiring all homes to have their fuel tanks and/or gas tanks secured.

### ***10a. Development of a Ten Parking Space Lot Across From The High school.***

The Community Enhancement and Recreation Committee suggested that a temporary parking lot be established on Town property located across Main Street from the High School. Public works recommended that a horseshoe drive with one entrance and one exit on Main Street be created on the existing grass with ten parking stops installed. The parking stops would be installed at a forty-five degree angle to the drive way and would face Main Street. This proposal is temporary while a permanent design for the Park is developed. Councilman Howard motioned, seconded by Vice Mayor Speidel, to approve the temporary parking of ten parking stops, while a permanent design for the Park is developed. The motion was unanimously approved.

### ***11. Mayor and Council Announcements or Comments.***

- **Councilwoman Richardson** announced that the Planning Commission will meet at 7 p.m. on Tuesday May 22.
- **Councilman Howard** announced that the Harbor committee will meet on June 13. He also suggested that all committees move their meeting times to 7 p.m. so that citizens can attend the meetings.

### ***Adjournment of Meeting***

Mayor Tarr announced that the next meeting will be on June 4, 2007 at 7:30 pm. Councilwoman Conklin motioned, seconded by Councilwoman Richardson, to adjourn the meeting. The motion was unanimously approved.

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Mayor

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Town Manager

**MINUTES OF THE MARCH 15, 2007  
BUDGET AND PERSONNEL COMMITTEE MEETING**

Members Present

Nancy B. Conklin, Madam Chair  
Glenn B. Wolffe

Members Absent

Anita W. Speidel

Call to Order.

Chairwoman Conklin called the meeting to order at 5:38 p.m.

Open Forum / Public Participation

Mayor Tarr spoke regarding the new job description for the Emergency Medical Services Supervisor. His belief was that with the new title of emergency management coordinator, liaison between the Town and state emergency management FEMA and NOAA, and more personnel responsibilities warranted looking into giving the position an increase in the pay scale.

Agenda Adoption.

Councilman Wolffe moved, seconded by Madam Chair Conklin to adopt the agenda as presented. The motion was unanimously approved.

1. Consider changes in the Employee handbook on our EMS Job Descriptions.

Mr. Brian Rush explained that we have put in the budget to allow two new medical personnel (Emergency Medical Services Providers) to be hired in the upcoming fiscal year to supply supplemental coverage to the volunteers 24 hours, seven days a week. What we would do as far as a schedule one person would work 24 hours and be off for 72 hours and the supervisor would work 40 hours a week Monday through Friday. With that, we are essentially going to hire advanced emergency medical service providers. Mr. Ritter and I spoke on putting together four classes of job descriptions for Emergency Medical Services Providers:

- Emergency Medical Services Provider I
- Emergency Medical Services Provider II
- Emergency Medical Services Provider III
- Emergency Medical Services Supervisor

Councilman Wolffe made a motion, seconded by Madam Chair Conklin to send the job descriptions to council with the following modifications; To include a six month time frame that certain skills would be obtained prior to the ending of the probationary period. Emergency Medical Services Supervisor pay grade to be 19 -24. The motion was unanimously approved.

2. Part-time Laborer position for Parks and Recreation Areas.

Mr. Cosby described the intent of the position was to have a part time person resume the responsibilities of Memorial Park and the Down town Park that had been lost by an employee retiring. Their will be a lot of grass cutting responsibilities in the summer months to go along with the outline of the job description. This position will also be 24 hours per week, cover the parks during the weekend and Monday, which we will need coverage during the summer months. We will use the current laborer job description. Councilman Wolffe made a motion, seconded by Madam Chair Conklin to send the part time job position to council. The motion was unanimously approved.

3. Committee Member Comments.

No comments by the committee members

4. Closed Meeting in Accordance with Section 2.2-3711(A) (10) of the code of Virginia (Special Awards Scholarship).

Councilman Wolffe motioned, seconded by Madam Chair Conklin to go into the closed meeting on the above mentioned topic. The motion was unanimously approved.

Councilman Wolffe motioned, seconded by Madam Chair Conklin to come out of closed session. The motion was unanimously approved.

Councilman Wolffe motioned, seconded by Madam Chair Conklin certify that what was said closed session. The motion was unanimously approved.

Adjournment.

Councilman Wolffe motioned, seconded by Madam Chair Conklin to adjourn the meeting. The motion was unanimously approved (6:10 PM).

# MEMORANDUM

THE TOWN OF CHINCOTEAGUE

TO: Mayor & Council

FROM: Robert G. Ritter Jr., Town Manager

DATE: May 31, 2007

SUBJECT: Changes in the Employee Handbook on EMS Provider Job Descriptions

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The Budget and Personnel Committee met on May 15<sup>th</sup>, 2007, to discuss four classes of job descriptions for Emergency Medical Services Providers. Mr. Brian Rush explained that we have put in the budget to allow two new medical personnel (Emergency Medical Services Providers) to be hired in the upcoming fiscal year to supply supplemental coverage to the volunteers 24 hours, seven days a week. What we would do as far as a schedule one person would work 24 hours and be off for 72 hours and the supervisor would work 40 hours a week Monday through Friday. With that, we are essentially going to hire advanced emergency medical service providers. Four classes of job descriptions for Emergency Medical Services Providers were presented to the Budget & Personnel Committee:

- Emergency Medical Services Provider I
- Emergency Medical Services Provider II
- Emergency Medical Services Provider III
- Emergency Medical Services Supervisor

The Budget and Personnel Committee unanimously agreed to favorably endorse the EMS Provider changes in job description to the full council for approval. If the full Council agrees a motion could read;

“ Move to except the changes in the job description on the four position for Emergency Medical Services Provider I – III and EMS Supervisor.”

## **EMERGENCY MEDICAL SERVICES PROVIDER I**

Salary Grade 15 - 19

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs emergency medical service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility for advice and direction; Administers medications and treatment as instructed by physicians;

Provides direct patient care as ordered, including standing orders for advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies for treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of station and grounds;

Cleans and details ambulances;

Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;

Performs other tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of the principles of anatomy, physiology ~ chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and some experience as an Emergency Medical Technician.

### **SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of current EMT-Enhanced certificate issued by the Virginia Department of Health, Office of EMS and a current Health Care Provider CPR card.

## **EMERGENCY MEDICAL SERVICES PROVIDER II**

Salary Grade 16 - 20

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Participates in emergency medical services, responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.  
Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;  
Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;  
Keeps records and observes patient responses;  
Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment as instructed by physicians;  
Provides direct patient care as ordered, including standing orders *for* advanced airway care;  
Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;  
Checks and prepares equipment and supplies *for* treatment;  
Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;  
Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;  
Performs other tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as at least an Emergency Medical Technician -Intermediate.

### **SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.  
Possession of a current EMT- Intermediate certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card.

## **EMERGENCY MEDICAL SERVICES PROVIDER III**

Salary Grades 18 - 22

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Responds to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment per protocol and/or as instructed by physicians;

Provides direct patient care as ordered, including standing orders *for* advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies *for* treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;

Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;

Performs other tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as an Emergency Medical Technician -Paramedic.

### **SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of a current EMT- Paramedic certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card.



## **EMERGENCY MEDICAL SERVICES SUPERVISOR**

Salary Grades 19 - 24

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex protective service and technical work providing and supervising emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the general supervision of the Town Manager. Supervision is exercised over emergency medical services personnel.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Supervising and participating in emergency medical services; responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Supervises and participates in emergency medical services; ensures policies, procedures, and protocols are followed;

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment as allowed by protocol or instructed by physicians;

Provides direct patient care as ordered, including standing orders *for* advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Assists with the rescue of accident victims utilizing specialized equipment;

Checks and prepares equipment and supplies *for* treatment;

Ensures preventive maintenance on all EMS vehicles and equipment is completed; assists as necessary in cleaning station and grounds; participates in and conducts continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes; maintain employee training records; Serves as Emergency Management Coordinator; Liaison between the Town and State Emergency Management FEMA and NOAA

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and automobile extraction and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates, general public and other EMS agencies; ability to keep records and prepare reports.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and considerable experience as an Emergency Medical Technician - Paramedic.

### **SPECIAL REQUIREMENTS:**

Possession of a Commonwealth of Virginia Drivers License and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS. Possession of a current EMT- Paramedic certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, and current Health Care Provider CPR card. Certificate of Completion of FEMA- NIMS 700, ICS 100, ICS 200, NRP 800. A six month probationary period will be allowable to obtain the special requirements listed in this section.

# MEMORANDUM

THE TOWN OF CHINCOTEAGUE

TO: Mayor & Council

FROM: Robert G. Ritter Jr., Town Manager

DATE: May 31, 2007

SUBJECT: Addition of part-time Laborer position for Parks and Recreation

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The Budget and Personnel Committee met on May 15<sup>th</sup>, 2007, to discuss a part time Parks and Recreation staff position. Mr. Cosby explained this person would perform regular duties in Memorial Park and at the downtown rest room facility from Tuesday through Saturday. Also, Sundays there is no coverage and on Mondays other Public Works personnel work in these areas. This would expand our routine maintenance activities to seven days per week and to extend our areas of regular coverage to the Waterfront Park, boat ramps and other recreational areas that we currently maintain on an as needed basis. This will improve the quality of our service and increase the time that our Public Works staff can devote to other activities.

The position is funded in the proposed budget for 2007-2008 at a total of 24 hours per week, which can be adjusted according to our needs. For example, the hours can be increased in the summer and decreased in the winter. The total cost including benefits for this position is \$12,093.

The Budget and Personnel Committee agreed that we will need this position and has favorably endorsed the part time position to the full council for approval. If the full Council agrees a motion could read;

“ Move to allow the Public Works Director to hire a part time laborer to work in the Parks and Recreational areas.”

Town of Chincoteague  
FY'08 Budget Revenues

<u>Revenue Name</u>	<u>Number</u>		<u>Budgeted</u>
Fund 10 - General Government			
Real Estate Tax Levy	4001-0100	\$	475,000.00
Tangible Property Tax Levy	4001-0125	\$	335,000.00
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	30,000.00
Meals Tax	4001-0500	\$	425,000.00
Bank Franchise Tax	4001-0600	\$	57,000.00
Sales Tax	4010-0100	\$	120,000.00
Business License	4010-0200	\$	100,000.00
Motor Vehicle License	4010-0300	\$	83,347.00
Utilities Tax	4010-0500	\$	335,680.00
Transient Occupancy Tax	4010-0600	\$	532,500.00
Fines	4015-0100	\$	36,000.00
Interest on Savings	4020-0100	\$	80,000.00
Banner Donations	4041-0100	\$	-
Cemetery Cleanup Donations	4041-0150	\$	1,000.00
User Fees	4041-0200	\$	25,000.00
Building Permits	4041-0500	\$	60,000.00
Zoning Advertisements	4041-0600	\$	5,000.00
Grants/Litter	4045-0100	\$	2,100.00
Sale of Capital Assets	4049-0100	\$	500.00
ABC Profits	4051-0100	\$	5,200.00
Optimum Choice-Retirees Spouse	4051-0200	\$	23,000.00
VA Fire Programs	4051-0300	\$	10,000.00
Revenue Sharing - USFWS	4061-0100	\$	4,000.00
Harbor Administration	4061-0105	\$	7,000.00
Rental Income - Trolley	4061-0106	\$	12,000.00
Recovered Cost from Water	4101-0200	\$	123,720.00
Public Works Miscellaneous	4201-0100	\$	10,000.00
Miscellaneous Income	4303-0100	\$	10,000.00
Tipping Fee Refund - County	4303-0300	\$	74,000.00
Solid Waste Collection Fee	4303-0400	\$	110,500.00
Law Enforcement Funds	4401-0100	\$	127,380.00
Police Donations/Grants	4401-0150	\$	20,000.00
911 Dispatch Revenue	4401-0200	\$	15,000.00
VDOT Maintenance Funds	4501-0100	\$	504,169.00
Road Permit Fees	4501-0101	\$	750.00
DMV Agency Compensation	4501-0103	\$	16,250.00
VA Commission for the Arts - Grant	4545-0140	\$	5,000.00
Transfer from Boat Ramp Repair Reserve	4701-0400	\$	63,000.00
Transfer from Property Acq. Reserve	4701-1200	\$	35,737.00
Transfer from Mosquito Control	4940-8900	\$	18,100.00
<b>Total Fund 10</b>		<b>\$</b>	<b>3,897,933.00</b>

Fund 20 - Main Street Project

Program Income	4501-0100	\$	15,000.00
TEA-21 Grant	4501-0115	\$	429,290.00
Loan Repayment	4501-0200	\$	3,920.00
Transfer from General Fund	4501-8900	\$	98,737.00
<b>Total Fund 20</b>		<b>\$</b>	<b>546,947.00</b>

Fund 30 - Curtis Merritt Harbor

Interest on Harbor Savings	4031-0100	\$	4,500.00
Harbor Rent	4031-1000	\$	42,823.00
Rent New Slips (Restroom)	4031-1001	\$	9,500.00
Subleases	4031-1002	\$	15,000.00
Dry/Winter Storage	4031-1003	\$	1,000.00
Loading Dock	4031-1005	\$	2,628.00
Transfer from Long Term Replacement	4031-1050	\$	200,000.00
<b>Total Fund 30</b>		<b>\$</b>	<b>275,451.00</b>

Fund 40 - Mosquito Control

Revenue	4001-0100	\$	143,000.00
Interest Income	4020-0100	\$	8,000.00
Transfer from Mos. Ctrl. Savings	4701-0600	\$	50,759.00
<b>Total Fund 40</b>		<b>\$</b>	<b>201,759.00</b>

Fund 70 - Trolley

Trolley Grants	4501-0100	\$	63,000.00
Program Income	4501-0110	\$	7,500.00
Transfer from General Fund	4501-8900	\$	20,000.00
<b>Total Fund 70</b>		<b>\$</b>	<b>90,500.00</b>

Fund 80 - Water

Water Rent	4101-0100	\$	820,000.00
Water Adjustments	4101-2200	\$	(500.00)
Waterline Extensions	4130-0100	\$	25,000.00
Service Connections	4131-0200	\$	17,000.00
Interest on Water Savings	4131-0300	\$	6,350.00
Miscellaneous	4131-0400	\$	500.00
Availability Fees	4131-0500	\$	105,253.00
Transfer from Water Reserve	4701-0700	\$	20,000.00
<b>Total Fund 80</b>		<b>\$</b>	<b>993,603.00</b>

<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>6,006,193.00</b>
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**Town of Chincoteague  
FY'08 Budget Expenditures**

<u>Expenditure Name</u>	<u>Number</u>		<u>Budgeted</u>
<b>FUND 10 - General Fund</b>			
Fund 10 - General Fund/Department 50 - General Government			
<b><u>Salaries</u></b>			
Mayor	5010-0101	\$	4,800.00
Council	5010-0102	\$	23,040.00
Town Office Staff	5010-1001	\$	343,738.00
Emergency Medical Staff	5010-1002	\$	188,722.00
Overtime	5010-1003	\$	19,000.00
Subtotal		\$	579,300.00
<b><u>Benefits</u></b>			
Social Security	5020-2001	\$	44,300.00
Hospitalization	5020-2101	\$	57,000.00
Blood Bank	5020-2102	\$	100.00
Unemployment - All Employees	5020-2103	\$	5,000.00
Retirement	5020-2201	\$	30,750.00
Life Insurance	5020-2202	\$	2,300.00
Subtotal		\$	139,450.00
<b><u>Expenses</u></b>			
Bank Charges	5030-3100	\$	750.00
Building Administrator Expense	5030-3101	\$	100.00
Cleaning	5030-3102	\$	9,000.00
Planning Commission	5030-3103	\$	50.00
Board of Zoning Appeals	5030-3104	\$	50.00
Building Permit Surcharge	5030-3105	\$	1,050.00
Board of Building Code Appeal	5030-3106	\$	25.00
Emergency Medical Clothing	5030-3107	\$	3,000.00
EMS Cell Allowance		\$	1,500.00
Insurance	5030-3401	\$	82,000.00
Auditing	5030-3501	\$	15,000.00
Donations	5030-3601	\$	21,000.00
Transfer to Civic Center (TOTAX - 17%)	5030-3701	\$	90,525.00
Tourism - 5% Chamber & 5% Civic Center	5030-3705	\$	42,000.00
ANPDC Membership	5030-4030	\$	7,000.00
Scholarship	5030-4301	\$	1,000.00
Office Supplies/Publications	5030-4401	\$	10,000.00
Office Equipment/Software Maintenance	5030-4402	\$	20,000.00
Postage	5030-4403	\$	10,000.00
Tax Bills & Conversion	5030-4404	\$	750.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

Motor Vehicle License	5030-4501	\$	2,100.00
Gasoline/Diesel	5030-4701	\$	16,650.00
Travel & Training	5030-4801	\$	3,800.00
Mayor's Expense	5030-4901	\$	300.00
Council's Expense	5030-4902	\$	500.00
Town Manager's Expense	5030-4903	\$	250.00
Attorney/Legal Consultants	5030-5101	\$	46,000.00
Drug/Alcohol Testing	5030-5201	\$	1,300.00
Christmas Dinner	5030-5501	\$	4,000.00
Dues	5030-6101	\$	3,000.00
VML Conference	5030-6102	\$	1,000.00
Advertising & Website	5030-7101	\$	12,000.00
Building Maintenance	5030-7301	\$	3,000.00
Electricity	5030-7401	\$	14,500.00
Heating Oil	5030-7402	\$	5,200.00
VA Fire Programs/CVFC	5030-7601	\$	10,000.00
EOC Operations/Training	5030-7602	\$	1,000.00
Special Projects	5030-7701	\$	7,500.00
Pony Penning Expense	5030-7702	\$	5,000.00
Deer De-Pop Program	5030-7703	\$	8,000.00
Telephone Bills	5030-8202	\$	13,000.00
Optimum Choice - Retirees	5030-8401	\$	42,500.00
Insurance-Ret Spouses & Others	5030-8402	\$	23,000.00
Miscellaneous	5030-8501	\$	5,000.00
Cemetery Cleanup	5030-8600	\$	1,500.00
Va Commission for the Arts	5030-8700	\$	10,000.00
Transfer to Main Street Project	5030-8800	\$	98,737.00
Transfer to Trolley Fund	5030-8900	\$	20,000.00
Transfer to Reserve	5030-8910	\$	88,174.00
Subtotal		\$	761,811.00

**Capital Improvements**

Property Acquisition Reserve	5090-9704	\$	25,000.00
Office Equipment	5090-9709	\$	10,000.00
Bond - School Board Property	5090-9740	\$	76,442.00
Planning Consultants	5090-9750	\$	7,000.00
Subtotal		\$	118,442.00

<b>Subtotal Fund 10 Department 50</b>		\$	1,599,003.00
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Fund 10 - General Fund/Department 60 - Public Works Administration

**Salaries**

Salaries	6010-1001	\$	46,450.00
Overtime	6010-1003	\$	500.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

Subtotal		\$	46,950.00
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**Benefits**

Social Security	6020-2001	\$	3,592.00
Hospitalization	6020-2101	\$	6,698.00
Retirement	6020-2201	\$	3,127.00
Life Insurance	6020-2202	\$	230.00
Subtotal		\$	13,647.00

**Expenses**

Office Supplies & Equipment	6030-4401	\$	1,000.00
Gasoline/Diesel	6030-4701	\$	21,994.00
Oil/Grease	6030-4703	\$	1,500.00
Tools Shop	6030-4704	\$	1,500.00
Travel/Training	6030-4801	\$	750.00
Building Maintenance	6030-7301	\$	1,000.00
Equipment Repairs	6030-7302	\$	10,000.00
Safety	6030-7303	\$	500.00
Vehicle PMs	6030-7304	\$	500.00
Tires	6030-7305	\$	2,000.00
Garage Supplies	6030-7306	\$	2,000.00
Vehicle Repairs	6030-7307	\$	3,000.00
Electricity	6030-7401	\$	7,500.00
LP Gas	6030-7402	\$	1,500.00
Sundry	6030-8501	\$	200.00
Subtotal		\$	54,944.00

Subtotal Fund 10 Department 60		\$	115,541.00
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Fund 10 - General Fund/Department 63 - Public Works Facilities

**Salaries**

Salaries	6310-1001	\$	219,578.00
Overtime	6310-1003	\$	2,000.00
Subtotal		\$	221,578.00

**Benefits**

Social Security	6320-2001	\$	16,800.00
Hospitalization	6320-2101	\$	36,651.00
Retirement	6320-2201	\$	12,539.00
Life Insurance	6320-2202	\$	921.00
Subtotal		\$	66,911.00

**Expenses**

Seasonal Decorations & Banners	6330-4100	\$	2,500.00
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**Town of Chincoteague  
FY'08 Budget Expenditures**

Street Maintenance	6330-4101	\$	1,000.00
Street Signs/911	6330-4202	\$	2,500.00
Tipping Fees	6330-4650	\$	1,200.00
Tools	6330-4704	\$	500.00
Mowers/Trimmers	6330-4708	\$	500.00
Uniforms	6330-5202	\$	6,132.00
Sanitation Service Contract	6330-6201	\$	360,000.00
Other Facilities Expense	6330-6202	\$	1,200.00
Public Restroom Supplies	6330-6260	\$	2,000.00
Equipment Repairs	6330-7302	\$	500.00
Electricity	6330-7401	\$	3,500.00
Street Lights	6330-7450	\$	59,000.00
Sundry	6330-8501	\$	200.00
Park & Recreation Expense	6330-8590	\$	3,000.00
Vandalism Repairs	6330-8600	\$	3,000.00
Subtotal		\$	446,732.00

**Capital Improvements**

Drainage	6390-9105	\$	20,000.00
Playground Equipment Reserve	6390-9200	\$	20,000.00
Base Mapping/GIS System	6390-9846	\$	500.00
Street Sweeper Payment	6390-9870	\$	28,167.00
Sewage Treatment Study	6390-9880	\$	20,000.00
Subtotal		\$	88,667.00

<b>Subtotal Fund 10 Department 63</b>		\$	823,888.00
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Fund 10 - General Fund/Department 65 - Public Works Roads

**Salaries**

Salaries	6510-1001	\$	59,973.00
Overtime	6510-1003	\$	2,000.00
Subtotal		\$	61,973.00

**Benefits**

Social Security	6520-2001	\$	4,727.00
Hospitalization	6520-2101	\$	9,338.00
Retirement	6520-2201	\$	4,115.00
Life Insurance	6520-2202	\$	304.00
Subtotal		\$	18,484.00

**Expenses**

Street Maintenance	6530-4101	\$	8,512.00
Snow Removal	6530-4102	\$	2,000.00
Maintenance Coatings/Replacement	6530-4150	\$	325,000.00



**Town of Chincoteague  
FY'08 Budget Expenditures**

Sidewalks & Gutters	6530-4201	\$	30,000.00
Signs/Traffic Control	6530-4202	\$	23,000.00
Roadside Structures	6530-4250	\$	5,000.00
Tools/Small Equipment	6530-4704	\$	1,500.00
Equipment Expense	6530-4705	\$	8,000.00
Drainage Maintenance	6530-6250	\$	3,000.00
Weed Control	6530-6301	\$	2,000.00
Equipment Rental	6530-7001	\$	1,000.00
Work Zone Safety	6530-7303	\$	1,000.00
Electricity	6530-7450	\$	13,700.00
Subtotal		\$	423,712.00

<b>Subtotal Fund 10 Department 65</b>		\$	504,169.00
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Fund 10 - General Fund/Department 70 - Police Department

**Salaries**

Salaries	7010-1001	\$	410,000.00
Overtime	7010-1003	\$	8,000.00
Subtotal		\$	418,000.00

**Benefits**

Social Security	7020-2001	\$	31,900.00
Hospitalization	7020-2101	\$	33,000.00
Retirement	7020-2201	\$	27,000.00
Life Insurance	7020-2202	\$	1,800.00
Subtotal		\$	93,700.00

**Expenses**

Gasoline	7030-4701	\$	17,000.00
Travel/Training	7030-4801	\$	8,500.00
Uniform Allowance (Officers)	7030-5201	\$	6,500.00
Uniforms - Town	7030-5202	\$	1,500.00
Police Conference	7030-6102	\$	400.00
Photography	7030-7201	\$	300.00
Office Supplies/Equipment Maintenance	7030-7300	\$	4,000.00
Equipment Repairs & Supplies	7030-7302	\$	3,000.00
Vehicle Maintenance	7030-7304	\$	5,000.00
Drug Enforcement	7030-7901	\$	5,000.00
Academy Dues	7030-7903	\$	3,700.00
Bicycle Patrol	7030-7904	\$	200.00
Community/Youth Programs	7030-7905	\$	2,000.00
Grant Funded Expenditures	7030-7906	\$	5,000.00
Ammunition	7030-7907	\$	1,400.00
Police Drug Dog	7030-7908	\$	4,500.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

Cell Phone Allowance	7030-8203	\$	3,600.00
Sundry	7030-8501	\$	1,200.00
Subtotal		\$	72,800.00

**Capital Improvements**

Patrol Vehicle	7090-9650	\$	26,750.00
Criminal Live Scan System	7090-9670	\$	14,000.00
Subtotal		\$	40,750.00

**Subtotal Fund 10 Department 70** \$ 625,250.00

Fund 10 - General Fund/Department 75 - Emergency Dispatch

**Salaries**

Salaries	7510-1001	\$	160,000.00
Overtime	7510-1003	\$	1,500.00
Subtotal		\$	161,500.00

**Benefits**

Social Security	7520-2001	\$	13,274.00
Hospitalization	7520-2101	\$	16,608.00
Retirement	7520-2201	\$	6,000.00
Life Insurance	7520-2202	\$	500.00
Subtotal		\$	36,382.00

**Expenses**

Travel/Training	7530-4801	\$	1,500.00
Uniform Allowance - Dispatchers	7530-5201	\$	1,400.00
Uniforms (Town for Dispatchers)	7530-5202	\$	500.00
Office Supplies/Equipment Maintenance	7530-7300	\$	12,000.00
E911 Line Fees	7530-8202	\$	6,000.00
911 Addressing	7530-8203	\$	600.00
Sundry	7530-8501	\$	200.00
Subtotal		\$	22,200.00

**Capital Improvements**

911 Equipment Reserve	7590-9270	\$	10,000.00
Subtotal		\$	10,000.00

**Subtotal Fund 10 Department 75** \$ 230,082.00

**Total Fund 10** \$ **3,897,933.00**

**Fund 20 - Main Street Project**

**Town of Chincoteague  
FY'08 Budget Expenditures**

**Expenses**

Maintenance	2030-7101	\$	9,000.00
Electricity	2030-7401	\$	6,000.00
Transfer to Loan Pool	2030-7601	\$	3,920.00
Subtotal		\$	18,920.00

**Capital Improvements**

Main Street Project	2090-9711	\$	528,027.00
Subtotal		\$	528,027.00

<b>Total Fund 20</b>		<b>\$</b>	<b>546,947.00</b>
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**Fund 30 - Curtis Merritt Harbor**

**Salaries**

Salaries	8010-1001	\$	27,144.00
Overtime	8010-1003	\$	200.00
Subtotal		\$	27,344.00

**Benefits**

Social Security	8030-2001	\$	2,075.00
Hospitalization	8020-2101	\$	4,152.00
Retirement	8020-2201	\$	1,810.00
Life Insurance	8030-2202	\$	135.00
Subtotal		\$	8,172.00

**Expenses**

Administrative Expense - Town	8030-3100	\$	7,000.00
Operation/Maintenance/Etc.	8030-7300	\$	15,000.00
Sundry	8030-8501	\$	1,000.00
Subtotal		\$	23,000.00

**Capital Improvements**

Long Term Replacement Reserve	8090-9125	\$	16,935.00
CMH Replacement Project	8090-9126	\$	200,000.00
Subtotal		\$	216,935.00

<b>Total Fund 30</b>		<b>\$</b>	<b>275,451.00</b>
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**Fund 40 - Mosquito Control**

**Salaries**

Salaries	8510-1001	\$	47,477.00
Overtime	8510-1003	\$	377.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

Subtotal		\$	47,854.00
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**Benefits**

Social Security	8520-2001	\$	3,661.00
Hospitalization	8520-2101	\$	1,217.00
Retirement	8520-2201	\$	513.00
Life Insurance	8520-2202	\$	38.00
Subtotal		\$	5,429.00

**Expenses**

Insurance	8530-3401	\$	8,100.00
Office Supplies	8530-4401	\$	200.00
Gasoline	8530-4701	\$	2,875.00
Tools & Small Equipment	8530-4704	\$	1,000.00
Chemicals	8530-4705	\$	30,501.00
Contract Spraying	8530-4706	\$	23,000.00
Travel/Training/Conference	8530-4801	\$	300.00
Uniforms	8530-5202	\$	500.00
Telephone/Pagers/Other	8530-6204	\$	400.00
Advertising	8530-7101	\$	1,000.00
Equipment Repairs/Maintenance	8530-7302	\$	1,000.00
Safety Equipment	8530-7303	\$	400.00
Vehicle Maintenance	8530-7304	\$	1,000.00
Sundry	8530-8501	\$	200.00
Rent (11 of 15)	8530-8551	\$	5,000.00
Equipment Expense to Fund 10	8530-8800	\$	1,000.00
Reimbursement to Fund 10	8530-8900	\$	4,000.00
Subtotal		\$	80,476.00

**Capital Improvements**

Fogging Pickup	8590-9123	\$	13,000.00
Equipment	8590-9124	\$	5,000.00
Drainage	8590-9125	\$	15,000.00
Tractor Mower	8590-9126	\$	35,000.00
Subtotal		\$	68,000.00

<b>Total Fund 40</b>		<b>\$</b>	<b>201,759.00</b>
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Fund 70 - Trolley

**Salaries**

Salaries	3010-0100	\$	33,000.00
Subtotal		\$	33,000.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

**Benefits**

Social Security	3020-2001	\$	2,500.00
Subtotal		\$	2,500.00

**Expenses**

Insurance & Bonding	3030-3401	\$	3,000.00
Signs/Printing/Advertising	3030-4402	\$	5,000.00
Fuel	3030-4701	\$	7,000.00
Equipment Repairs/Maintenance	3030-7302	\$	7,000.00
Other Expenses	3030-8501	\$	6,000.00
Rent	3030-8505	\$	12,000.00
Subtotal		\$	40,000.00

**Capital Improvements**

Capital Expenditures	3090-9100	\$	15,000.00
Subtotal		\$	15,000.00

<b>Total Fund 70</b>		<b>\$</b>	<b>90,500.00</b>
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Fund 80 - Water

**Salaries**

Salaries	6210-1001	\$	191,102.00
Overtime	6210-1003	\$	3,000.00
Pump Duty	6210-1004	\$	9,750.00
Subtotal		\$	203,852.00

**Benefits**

Social Security	6220-2001	\$	15,596.00
Hospitalization	6220-2101	\$	27,425.00
Retirement	6220-2201	\$	12,704.00
Life Insurance	6220-2202	\$	935.00
Subtotal		\$	56,660.00

**Expenses**

Bank Charges	6230-3100	\$	6,700.00
Office Supplies/Equipment Maintenance	6230-4401	\$	3,500.00
Postage	6230-4403	\$	2,650.00
Gasoline & Diesel	6230-4701	\$	2,350.00
Tools	6230-4704	\$	500.00
Chemicals	6230-4705	\$	6,300.00
Travel & Training	6230-4801	\$	2,000.00
Uniforms	6230-5202	\$	1,200.00
Dues/Licenses	6230-6101	\$	800.00

**Town of Chincoteague  
FY'08 Budget Expenditures**

Building Maintenance/Rehab	6230-7301	\$	3,000.00
Equipment Repairs	6230-7302	\$	750.00
Safety	6230-7303	\$	500.00
Vehicle Maintenance	6230-7304	\$	500.00
Raw Water Purchase (NASA)	6230-7400	\$	1,000.00
Electricity	6230-7401	\$	46,000.00
LP Gas	6230-7402	\$	300.00
Distribution & Repairs	6230-8101	\$	20,000.00
Supply Repairs	6230-8103	\$	15,000.00
Pager/Well Monitoring	6230-8202	\$	500.00
Miss Utility	6230-8204	\$	700.00
Sundry	6230-8501	\$	200.00
Reimbursement to Fund 10	6230-8601	\$	123,720.00
Regulation Compliance	6230-8750	\$	1,500.00
State Groundwater Permits	6230-8770	\$	6,050.00
Equipment Expense to Fund 10	6230-8800	\$	3,500.00
Subtotal		\$	249,220.00

**Capital Improvements**

Water Main Extensions	6290-9101	\$	30,000.00
Aquifer Test Plan	6290-9201	\$	8,000.00
Water Bond - Supply Line Main Street	6290-9505	\$	123,871.00
Water Bonds	6290-9506	\$	242,000.00
Generator for Water Wells	6290-9601	\$	20,000.00
Church Street Water Line Replacement	6290-9602	\$	60,000.00
Subtotal		\$	483,871.00

<b>Total Fund 80</b>		<b>\$</b>	<b>993,603.00</b>
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<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>6,006,193.00</b>
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# FISCAL YEAR 2008

## Rate Schedule

### Curtis Merritt Harbor

25 ft Slip \$369.00  
30 ft Slip \$417.00  
40 ft Slip \$628.00  
50 ft Slip \$914.00  
Slip at head of Collector Pier \$1004.00

Loading Dock fees are \$7.30 per day after 4 hours. 30 days  
\$219.00

Sublease rate for Commercial Vessels: \$3.65 per day or any  
portion of a day. 30 days. \$109.50

Sublease rate for recreational vessels: \$5.20 per day or any  
portion of a day. 30 days \$156.00

Nets or other items left on dockside for storage over 3 days will be  
\$10.40 per day.

Boat repair area for Harbor Lessee is \$10.40 per day after 7 days  
per season haul out.

For Non Harbor Lessee there will be \$10.40 a day charge after the  
first 8 hours.

Fees or Penalties for leaving the work area not cleaned. \$50.00 one  
time penalty per haul out. If payment is not received all Harbor  
and Town Property privileges will be prohibited.

D.W.MERRITT HARBORMASTER

## GENERAL GOVERNMENT

### Building and Zoning Permit Fees

Category	PROPOSED FY "08"
Res. New Construction: per sq ft	\$0.18
Res. New Const.: minimum fee	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00
Comm. New Construction: per sq ft	\$0.23
[plus \$5 per plumbing fixture (Chinco)]	
Comm. New Constr.: minimum fee	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00
Mobile Homes: per sq ft	\$0.18
Demolition of Structure: Residential	\$30.00
Demolition of Structure: Commercial	\$30.00
Removal/Installation fule tanks:	
1000-3000 gallon capacity	\$115.00
Each additional 1000 gallon capacity	\$25.00
Installation of radio or communication tower:	
Up to 100 feet	\$115.00
Each additional 100 feet	\$45.00
Docks, Piers, Bulkheads:	
Up to 300 linear feet	\$90.00
Each additional 100 linear feet	\$11.00
Boat ramps & groins	\$115.00
Swimming Pools:	
Above-ground	\$60.00
In-ground	\$80.00
Commercial	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00
Re-siding	\$45.00
Moved Buildings	\$80.00
For other work not listed:	
Residential	\$60.00
Commercial	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a
No inspection required	\$30.00
Inspection required:	
Per sq ft	\$0.13
Minimum fee	\$60.00
Appeals to the Board of Appeals	\$450.00
Administrative Fees:	
Lost permit (reissue)	\$30.00
Permit amendment (reissue)	\$30.00
Change of use	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00
For beginning constr. prior to obtaining BP:	
First offense	\$50.00
Each offense thereafter	\$200.00
Re-inspection fee	\$40.00
State Code Academy Surcharge	\$0.02
Refunds: (% of amount paid)	
Permit issued, no inspections	\$0.75
Foundation inspection completed	\$0.75
Framing & foundation inspection completed	\$0.25



**GENERAL GOVERNMENT****PROPOSED****Building and Zoning Permit Fees****FY "08"**

## Subdivision Review Fees (per each submitted plat):

## Up to 10 lots:

Base fee	\$200.00
Each lot (in addition to base fee)	\$10.00

## Over 10 lots or required new road construction:

Base fee	\$500.00
Each lot (in addition to base fee)	\$20.00

## Zoning Fees:

Zoning clearance (excludes reroofing permits, renovation permits or permits issued in incorporated towns)	\$35.00
Special use permit	\$450.00
Conditional use permit	\$1,500.00
Variance application	\$450.00
Special use permit & variance application processed & presented at same time	\$540.00
Appeal decision of Zoning Administrator	\$250.00
Proposed rezoning change	\$730.00
Amendment to the zoning ordinance	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00
Site evaluation (set-back verification or subdivision)	\$100.00
Administrative waiver or modification of the C.B. Preservation District Requirement	\$100.00

## Travel Trailer Park Fees:

Up to 25 trailers	\$500.00
26-49 trailers	\$1,000.00
50 or more trailers	\$2,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	

## Sign Permit Fees:

Less than or equal to 40 square feet	\$45.00
Each sq ft in excess of 40 sq ft	\$1.00

## Mobile Home Park Fees:

4-25 mobile homes	\$1,000.00
26-40 mobile homes	\$2,000.00
41 or more mobile homes	\$5,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	

## Transcript Fees (per page)

\$12.00

## Document Fees:

Comprehensive Plan	\$20.00
Zoning Ordinance	n/a
Subdivision Ordinance	n/a
Complete ordinances, incl zoning & subdivision	\$35.00
Excerpts from Ordinances & Other Town Documents:	
per page	\$0.50
Maps 36" x 44"	\$55.00
Contractors List (Class A & B)	\$0.00
New Address Fee	\$25.00
New Road Fee (at cost per MSAG)	cost
Elevators/Escalators/Lifts	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00
Carport or Garage: per sq ft	\$0.18

## GENERAL GOVERNMENT

## PROPOSED

### **Building and Zoning Permit Fees**

### **FY "08"**

Accessory building/structure (<150 sq ft)	\$45.00
Deck: per sq ft	\$0.18
Fence (> 8 linear ft. Total)	\$45.00
Fireplace	\$0.00
Foundation	\$60.00

### **General Government Taxes and Fees**

Realistate Tax ( \$.10/100)	\$0.10
Mosquito Tax ( \$.03/100)	\$0.03
Tangible Property Tax ( \$/100)	\$0.85
Tangible Property Tax Relief (percent)	61%
Excise Tax; Meals (percent)	4%
Excise Tax; Transient Occupancy Tax (percent)	3%
Vehicle Decals (annual)	\$27.00
Road Sudivision Review Fee	\$250.00
Side Walk Adminitrative Fee (Percent)	25%
Solid Waste Collection Fee (Residential per week)	\$1.00
Solid Waste Collection Fee (Commercial/Business per week)	\$1.00

## WATER RATES, CHARGES AND BILLING FOR FY 08

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$21 residential \$36 commercial	6,000 6,000	\$3.65 \$3.98
1	\$91	15,000	\$3.98
1.5	\$181	30,000	\$3.98
2	\$289	48,000	\$3.98
3	\$577	96,000	\$3.98
4*	\$902	150,000	\$3.98
6	\$1803	300,000	\$3.98
8	\$2884.00	480,000	\$3.98

\*One meter currently in the system is to be charged \$5.09 per 1000 gallons over the allowed usage.

### **Connection Fees**

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

\$567 for a 5/8" or 3/4" Meter connecting pipe

\$1,030.00 for a 1" connecting pipe

\$1,391 for a 2" connecting pipe

### **Availability Fee Schedule**

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,708 per living unit but supplied by a master meter with the minimum billing based on the size of the meter.

### **Billing and other charges**

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$50.00.
- Any person having service disconnected by the Town, shall be charged a fee of \$50.00.
- A change of ownership fee of \$50.00
- A twenty-five percent administrative fee will be applied to all Water main extensions, by the Town

### **Water bill adjustments**

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

## Chapter 54

### TAXATION

#### ARTICLE IV.

#### **EXCISE TAX (TRANSIENT OCCUPANCY)**

Sec. 54-252. Levied and rate.

There is levied and imposed, in addition to all other taxes and fees of every kind imposed by law, on each and every transient a tax ~~equivalent to two percent of~~ **at a rate established by council each year** on the total amount paid for room rental by or for any such transient to any hotel or travel campground.

Sec. 54-262. Allocation of funds.

Beginning July 1, ~~1995~~ **2007**, subject to annual appropriation, an amount ~~equal to twenty-five percent (25%) of~~ **at a rate established by council each year on** all revenues collected by the Town in accordance with this article shall be distributed to the Chincoteague Recreation and Convention Center Authority for the operation and maintenance of a community center as long as it functions as such.

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#### ARTICLE V.

#### **EXCISE TAX (MEALS)**

Chapter 58

**TRAFFIC AND VEHICLES**

**ARTICLE II. TOWN VEHICLE LICENSE\***

**Sec. 58-46. Fee levied; amount and exemption from fee.**

(a) There is hereby levied an annual license fee ~~of twenty-three dollars~~ **at a rate established by council each year** upon motor vehicles licensed within the town, except as may be provided in this article or the Code of Virginia. In addition, there is hereby levied an annual license fee ~~of twenty dollars~~ **at a rate established by council each year** upon trailers and semi-trailers licensed within the town, except as may be provided in this article or the Code of Virginia.

## **Chapter 46**

### **SOLID WASTE\***

#### **Article I. In General**

##### **DIVISION 1. GENERALLY (NEW)**

- Sec. 46-1. Definitions.
- Sec. 46-2. Accumulations on property.
- Sec. 46-3. Deposits on sidewalks, streets, lanes, alleys.
- Secs. 46-4—46-~~30~~ **15**. Reserved.

##### **DIVISION 2. FEES AND BILLING (NEW)**

#### **Sec. 46-16. Solid Waste Collection Fees.**

The Town council shall designate certain reasonable weekly rates to be paid for the collection of solid waste, which the weekly rate shall be set each year at the time of establishing the annual budget, and which weekly rates shall apply for that year. The Town manager shall bill residents and commercial businesses in accordance with the weekly rates established by the council and shall be in charge of collecting these charges.

#### **Sec. 46-17. Billing and Other Charges**

- (A) All habitable dwelling units shall be assessed per parcel and charged to the property owner and not the tenant of each parcel.
- (B) All solid waste will be billed quarterly and shall be delinquent 30 days after the billing date, with an applicable interest per month charge

#### **Secs. 46-18—46-30. Reserved.**

# MEMORANDUM

THE TOWN OF CHINCOTEAGUE

**To:** Mayor & Council  
**From:** Robert G. Ritter Jr., Town Manager  
**Date:** May 31, 2007  
**Subject:** Re-adoption of State Motor Vehicle Code

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Each year, Council is asked to consider the re-adoption of Title 46.2 and 18.2-266 et seq. of the Code of Virginia. This practice permits all changes and updates in the State Code relevant to the traffic and vehicle code to be enforced by our Police Department. Section 58-2 of the Town Code which enables this re-adoption is attached.

Council is respectfully requested to consider a motion to re-adopt Title 46.2, Title 18.2-266 and section 58-2 as amended

**Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect, **July 1, 2007**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to “highways of the state” contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18.2-266 et seq.

(b) The provisions of this section, as readopted, shall be effective as of its adoption. As of such effective date, such re-adoption shall replace former section 58-2 as it existed prior to the effective date of re-adoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this re-adoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05)



# MEMORANDUM

To: Mayor and Town Council

From: Jared B. Anderson, Town Planner

Date: May 31, 2007

Subject: Proposed Changes in Zoning to Condos, Townhouses, and Multi Family Dwellings in C-1, C-2, and R-3

This Memorandum is in reference to possible changes in the language of C-1, C-2, and R-3 zoning districts. Please review and if you have any questions please feel free to contact me (email: [jared@chincoteague-va.gov](mailto:jared@chincoteague-va.gov), or 336-6519).

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Staff has discussed at length possible amendments to the Zoning Ordinance that would effectively change what are considered uses permitted by right in the C-1, and C-2 Districts. Currently Condos, Townhouses, and Multi-Family Dwellings are uses permitted by right in the C-1 and C-2 Districts.

Staff would like to recommend that Condos, Townhomes, and Multi Family Dwellings in both the C-1 and C-2 Districts be allowed only as a conditional use and not as a use permitted by right.

Furthermore, staff also recommends that Condos, Townhomes, and Multi Family Dwellings in the R-3 District be allowed only as a conditional use and not as a specifically enumerated special exception.

Staff would like to defer to the January 2, 2007 Memorandum from Mr. Poulson to Mayor Tarr and Councilman Wolffe for the specific action to be taken regarding these proposed amendments with the following inclusion regarding the proposed changes to R-3.

**Repeal        Sec. 3.8.3. Townhouse.**

**Repeal        Sec. 3.8.4. Condominiums.**

**Repeal        Sec. 3.8.5. Multifamily dwelling.**

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*Attorneys and Counselors at Law*

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Accomac, Virginia 23301*

*Telephone: 757-787-2620  
Fax: 757-787-2749*

**TO:** Jack Tarr, Mayor  
Glenn Wolffe, Councilman

**FROM:** Jon C. Poulson *CEP*

**DATE:** January 2, 2007

**SUBJECT:** Proposed Zoning Changes as to Condos, Townhouses and Multi Family Dwellings in C-1 and C-2

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Back in August of 2006 I had suggested some zoning changes which essentially provided that the special exception catch-all would be tightened so that the BZA could only grant a Special Use Permit if the use was permitted by right or expressly enumerated as a special exception in another residential district or commercial district. If as a result the use was not permitted by right or expressly enumerated as a special exception in the other same type of district, then the use could only be permitted by the council under the Conditional Use Permit procedure, i.e. Article IX.

( I do not know where those provisions are and they may, at this time, be with the Planning Commission. )

In any event in looking at this particular question I see that I did not have what I believe to be some amendments that were made to the Zoning Ordinance in 2004-2005. It would appear that if the version that I have now is correct, that we have already tightened up the so called "catch-all" so that uses in a district are permissible under only three (3) circumstances:

1. By right.
2. By specific enumerated special exception by the BZA.
3. Conditional use by the Town Council.

See, for example, Sec. 3.2.1, Sec. 3.5.2, Sec. 3.8.10, Sec. 3.11.6, Sec. 4.2.4, Sec. 4.5.4.

These changes came about as the result of the amusement facility on Maddox Boulevard.

We certainly need to give consideration whether we want to even pursue those proposed amendments in view of the actual existing language of the Zoning Ordinance.

At this time let me summarize the districts insofar as condos, townhouses and multifamily dwellings. I am not sure of the distinction or significance of the latter use and what it specifically is.

1. In R-1, townhouses, condos and multifamily uses are not permitted except by Conditional Use Permit by the Town Council under Sec. 3.2.1 .
2. In R-2, townhouses, condos and multifamily dwellings are not permitted except by Conditional Use Permit by Town Council under Sec. 3.5.2.
3. In R-3, under 3.8.3, 3.8.4, and 3.8.5, townhouses, condominiums and multifamily dwellings are respectively permitted as special exceptions by the BZA.
4. Agricultural District A - townhouses, condos and multifamilydwellings would only be permitted by Conditional Use Permit by the Town Council under Sec. 3.11.6.
5. Commercial District C-1 - under Sec. 4.1.30, 4.1.31 and 4.1.34, townhouses, condos and multifamily dwellings are permitted as a matter of right. Note that Sec. 4.2.4 permits other temporary permanent uses of land in accordance with a Conditional Use Permit by the Town Council.
6. Commercial District C-2 - again under Sec. 4.4.42, 4.4.43 and 4.4.46, townhouses, condos and multifamily dwellings are permitted as a matter of right. This Section does contain by 4.5.4 provision for other uses as may be permitted by the Town Council pursuant to a Conditional Use Permit.

Accordingly, if you desire to remove townhouses, condos and multifamily dwellings as a matter of right in C-1 and C-2 and subject them to the Conditional Use Permit provisions it would appear that all you have to do is repeal the appropriate sections of right as a Conditional Use Permit procedure is already in place. Accordingly a motion should follow the following format:

**That, giving consideration to the public necessity, convenience, general welfare, and good zoning practices, that the following proposed amendments to the Town of Chincoteague's Zoning Ordinance be referred to the Town Planning Commission pursuant to Section 15.2-2285 for the recommendations, such recommendations to be made only after Notice and Public Hearing in accordance with Section 15.2-2204.**

**The Planning Commission shall report its recommendations with any explanatory materials within ninety (90) days of its first meeting to consider the proposed amendments.**

<b>Repeal</b>	<b>Sec. 4.1.30. Townhouse</b>
<b>Repeal</b>	<b>Sec. 4.1.31. Condominiums</b>
<b>Repeal</b>	<b>Sec. 4.1.34. Multifamily dwelling</b>
<b>Repeal</b>	<b>Sec. 4.4.42. Townhouse</b>
<b>Repeal</b>	<b>Sec. 4.4.43. Condominiums</b>
<b>Repeal</b>	<b>Sec. 4.4.46. Multifamily dwelling</b>

**All such Sections shall be “Reserved”.**

**No such repeal shall affect any existing zoning and/or subdivision approval and/or any pending application for any such approval.**

**Any such repeal shall be effective upon adoption by the Town Council and approval by the Mayor.**

cc: File